

PHILIP MORRIS COMPANIES INC.

INTER-OFFICE CORRESPONDENCE  
120 PARK AVENUE, NEW YORK, N.Y. 10017

TO: RECORDS COORDINATORS:  
PHILIP MORRIS COMPANIES INC.,  
PHILIP MORRIS INCORPORATED,  
PHILIP MORRIS INTERNATIONAL  
and PHILIP MORRIS MANAGEMENT  
CORPORATION

DATE: June 30, 1994

FROM: Charles R. Wall

RE: Document Disposal Suspension Notice

We have received a document request that calls for certain records, most of which are already subject to disposal suspension under the Philip Morris Records Management Program and prior disposal suspension notices. This notice will serve to place the records described in the attachment to this memo under disposal suspension. Prior disposal suspension notices and the Appendix entitled *Topics Subject to Disposal Suspension* in each Records Management Manual remain in effect without change.

If there is any question about whether a record is subject to this or other disposal suspension notices, the record should be retained pending review by the Legal Department. Questions should be addressed to John Mulderig (New York, x3056) in the Legal Department.

*CRM.*

/lw

attachment

PM3000421159

Attachment to  
Charles R. Wall's  
June 30, 1994  
Memo to Records Coordinators

1. Any joint legal representation or joint legal defense agreement between Philip Morris and any third party relating to fire-safe or self-extinguishing cigarettes.
2. Any documents reflecting persons retained by Philip Morris to advertise cigarettes to whom information about the ignition propensity of any cigarette was provided between 1980 and the present.

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